

## CAREER OPPORTUNITY

**OUR MISSION...** To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

### Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Pay Grade:** 18

**Hiring Salary Range:** \$47,280.21 - \$75,000.00

**Location:** Atlanta, GA

**Opens:** October 17, 2013

**Closes:** October 30, 2013

(Must be received by 5 p.m.)

To obtain the detailed job description or to request accommodations for the application process please contact

404-463-5660 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*SPC will attempt to meet reasonable accommodation request whenever possible.*

### INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **Leasing Section Manager**



**Website:** [www.gspc.ga.gov](http://www.gspc.ga.gov)

# Leasing Section Manager

### Position Overview

**Duties:** Under the general supervision of the Deputy Director, the Leasing Section Manager (LSM) is responsible for the management of all activities related to the acquisition of leased space for the benefit of the State of Georgia and its related agencies and for negotiating and renegotiating approximately 2,000 statewide leasing contracts.

**Minimum Qualifications (Agency Specific):** Completion of a degree in Business Administration or related field and six (6) years of real estate experience combined with at least four (4) years of experience in negotiating, reviewing, drafting or managing office leases.

**Preferred Qualifications (Agency Specific):** - preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- Experience with real property practices in the state of Georgia and the State's new lease administration system (Virtual Premise).
- Experience in managing a small staff to encourage teamwork and achieve collective goals
- A customer service focus with excellent communication skills
- Knowledge of lease negotiations policies and practices, leasing contract procedures, space management practices, market analysis, and planning principles for various types of highly complex real property functions, operations, and projects.

**Competencies:** Knowledge of, state laws that regulate many aspects of tenant/landlord relationships. Excellent written and verbal communication skills and ability to work independently to manage multiple leases & locations while meeting strict deadlines in a fast paced environment. Strong problem solving skills are essential and attention to detail with ability to work quickly with changing priorities. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft Office.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. SPC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**

SPC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.